

# **Rules & Regulations**

## **Scheme for Financial assistance to Seminars/Symposia/Workshops**

**CENTRE FOR ENGINEERING RESEARCH AND DEVELOPMENT**  
College of Engineering Trivandrum Campus  
Thiruvananthapuram. Pin 695 016

**Scheme for conducting Seminar/ Symposia/ Workshop to  
promote Research**

**Guidelines**

1. The application for financial assistance in the prescribed format should be submitted in triplicate to the Director, CERD, College of Engineering Trivandrum Campus Thiruvananthapuram. Pin 695 016.
2. The application should reach the CERD office, preferably 60 days in advance of the proposed date of the programme.
3. The details of the sessions, expected number of participants, list of Resource Persons, number of outstation delegates and a write up on the significance of the programme for the State/Nation/academic advancement shall be accompanied in all applications.
4. The Budget Estimate should be item-wise as far as possible

**Rules**

These rules may be called the 'Rules for grant of financial assistance to Seminars, Symposia, Workshops, Training Programmes of CERD'.

1. Financial assistance under these rules may be granted to Engineering Colleges for holding Seminar, Symposia, Workshop, Training programmes for promoting Engineering and Technology related Research.
2. Proposals for financial assistance will be screened and approved by the duly constituted Committee, and sanctioned by Director, CERD subject to availability of funds.
3. Financial assistance will be released to the coordinator through the President of Satellite centre (Head of the Institution)

4. The maximum assistance to a programme is limited to Rs 60000/- (Rupees Sixty Thousand only) as detailed below:

No	Particulars	Amount (Rs.)
1	Honorarium of experts	12000
2	TA/DA and Accommodation of experts/ participants	28000
3	Course material/ course kit	5000
4	Light Refreshment/Lunch	6000
5	Printing, postage, banners etc.	3000
6	Charges for supporting services	1500
7	Stationery/Consumables	1500
8	Honorarium to coordinator	2000
9	Contingencies	1000
	<b>Total</b>	<b>60000</b>

5. The audited financial Statements (Utilization certificate and Statement of Expenditure in the prescribed format) and the necessary documents on the Programme shall be furnished to the Director, CERD, within **two months** from the date of the programme.
6. The CERD reserves the right to verify the accounts by any Officer authorized to do it and is open to audit by Accountant General.
7. The CERD reserves the right to further restrict/deny payment for any programme, if the conditions laid down are not adhered to.
8. The recipient organization shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.